



VICE-CHANCELLOR'S AWARD GUIDELINE

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1 Purpose of Guideline

1. The Vice-Chancellor's Awards aim to encourage and recognise exceptional performance from University staff members who demonstrate outstanding achievement in activities that are aligned with the University's vision and strategic goals. The awards also support the University's values of a workforce with strong performance expectations, recognition and celebration of initiative and enterprise, and staff who are recognised and appreciated for their contributions.
2. Award recipients are formally recognised at the University's Vice-Chancellor's Awards ceremony held mid-year. The awards ceremony is managed by the Professional & Organisational Development Services (PODS).
3. An open call for nominations will occur early in the year and will consist of a minimum nomination period of eight weeks duration.
4. These Guidelines provide an overview of award categories and the nomination process. Specific award criteria, nomination forms and relevant dates are available on the Vice-Chancellor's Awards webpage.

2 Definitions

Word/Term	Definition (with examples if required)
Award Champion	The person responsible for administering the award in any particular category.
Staff	All people employed by the University including conjoint appointments, whether on continuing, permanent, fixed term, casual or cadet or traineeship basis.
PODS	Professional & Organisational Development Services Unit, within Human Resources Division.
University	The term 'University' or 'UOW' means the University of Wollongong.

3 Award Principles

1. The University of Wollongong is committed to workplace equity, diversity and inclusion. The University values and acknowledges the importance of its people's diverse experiences, talents and cultures, and embraces diversity as a key component of attracting and retaining talent at UOW. Consequently, the University encourages nominations for all employees who meet the eligibility criteria for each of the awards.
2. Award Selection Committees should have an appropriate gender balance.
3. Nominations are not encouraged for staff where recognition such as accelerated progression, promotion and re-classification, attraction or retention allowance or any other such acknowledgement has already been made directly within the currency of the nominating period (normally within the preceding 12 months).
4. Awards will only be given for achievements made in the twelve months preceding the closing date.
5. There is a financial component associated with all Vice-Chancellor Awards.



6. The University reserves the right not to make an award in one or more categories. If a category does not have applications of appropriate merit, the award selection committee may decide not to make an award.

4 Award Categories

1. There are 10 Vice-Chancellor's Award categories:
 - a. Outstanding Contribution to Teaching and Learning (OCTAL) Awards;
 - b. Excellence in Research Awards;
 - c. Global Strategy Award;
 - d. Outstanding Service for Professional Services Staff;
 - e. Excellence in Community Engagement;
 - f. Marie Lewis Award;
 - g. Rosemary Cooper Equity, Diversity and Inclusion Award;
 - h. Workplace Health and Safety Award;
 - i. Reconciliation Award; and
 - j. 25 year Service Award.

See Appendix 1 for a description of each Award

5 Eligibility

1. The general information on eligibility is as follows. Where further specific eligibility criteria apply, this will be detailed on the relevant nomination form.
 - a. The awards are open to members of the academic and professional services staff of the University.
 - b. Staff must be employed either on a permanent basis or temporary contract of at least two years and must have been employed for a period of no less than 12 months prior to the date of nomination.
 - c. Awards may be granted to an individual or to a team of people as determined by the relevant award selection committee. Where teams can be nominated, this will be detailed on the relevant nomination form. Team nominations should not normally exceed eight members. Teams may be within a work area or across organisational areas (e.g. schools / units / faculties / divisions).
2. Staff who are no longer employed by the University are not eligible to receive awards but may act as nominator on specific research and community engagement awards, if stipulated on the nomination form.

6 Nominations

1. For awards other than OCTAL Awards and Excellence in Research Awards, the nomination process is as follows.
 - a. Nominations are called for annually in March/April with specific dates published on the Vice Chancellor's Awards webpage. Nominations will normally be called for two



months before the closing date. Nominations must be made on the appropriate form and should include a testimonial of no more than two A4 pages.

- b. A nomination is made by two nominators with one nominator normally outside of the nominee's own unit/school and requires endorsement by the relevant Executive Dean/Executive Manager/Director of the nominee's business unit. Self-nominations are acceptable, unless specifically prohibited on the relevant nomination form.
 - c. Nominators should specifically address the award criteria, providing examples to support their claims. The nominator is responsible for coordinating the completion and submission of the nomination form to the relevant office.
 - d. Nominations must be received by the designated closing date. Incomplete or late nominations will not be accepted.
2. OCTAL Awards and Excellence in Research Awards have different nomination processes; see relevant nomination form for specific details.

7 Selection Criteria

1. The specific criteria for each award category will be set out in the relevant nomination form.

8 Decision Making and Selection Process

1. Selection committee composition is approved by the following officers:
 - a. Deputy Vice-Chancellor (Research & Innovation) in the case of research awards,
 - b. Deputy Vice-Chancellor (Education) in the case of teaching awards
 - c.
 - d. Chief Operating Officer in the case of all other staff awards, with input from award stakeholders.

See Appendix 2 for Selection Committee Membership.
2. Award selection committees:
 - a. should have appropriate gender balance;
 - b. may determine joint recipients (shared awards) and may make recommendations for highly commended awards to be presented with an associated financial component if applicable; and
 - c. will consider nominations in relation to the relevant award criteria and make recommendations to the Vice-Chancellor who approves the recommendation.
3. All award decisions are final and there will be no appeal.
4. Award selection committee members who have involvement in the nomination should declare their conflict of interest to the Committee prior to deliberations and discussions of the case(s), and may be excluded from discussion and/or voting if determined by the Chair.

9 Award Outcomes and Presentation

1. The work area responsible for the administration of the award will coordinate the selection committee outcomes for the OCTAL and Research Awards. Human Resources is responsible for other awards.



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2. Award champions are responsible for ensuring all nominators have been advised of the selection committee's approved outcomes and must provide a list of final award recipients to Human Resources no later than nine weeks prior to the ceremony date.
3. Award recipients and their guests will be invited to attend the annual Vice Chancellor's Awards Ceremony where they will receive their award in honour of their achievement.
4. Where there is a financial component associated with the award, this will be transferred into the relevant bank account or nominated research account. However, special requests outside of this will be considered on a case-by-case basis. In the case of a team award, normally the amount of the award will be divided equally between members of the team.



10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	9 July 2018	Chief Administrative Officer	First version. Replaces Vice-Chancellor's Awards for Outstanding Service Guidelines and Rosemary Cooper Award Guidelines.
2	22 March 2019	Chief Administrative Officer	Changes to OCTAL Award titles. Removal of 'University Supervisor Award Committee'.
3	17 March 2020	Chief Operating Officer	Changes to the Rosemary Cooper Award title to include the word "equity"
4	1 May 2020	Chief Operating Officer	Administrative amendment to update Senior Executive titles.
5	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.
6	9 March 2021	Chief Operating Officer	Inclusion of Reconciliation Award Update to Awards Selection Committee



Appendix 1 – Description of Awards Categories

Award	Description
Outstanding Contribution to Teaching and Learning (OCTAL)	<p>The OCTAL Awards recognise staff commitment, achievement and contribution to the University's exceptional learning and student experience and include the following awards :</p> <p>Vice-Chancellor's University OCTAL Award</p> <p>Faculty OCTAL Awards</p> <p>Faculty Early Career OCTAL Awards</p> <p>Faculty Sessional/Lecturer/Demonstrator OCTAL Awards</p> <p>Program OCTAL Awards</p> <p>Professional Services Staff OCTAL Award</p> <p>Learning, Teaching & Curriculum administers these awards.</p>
Excellence in Research Awards	<p>These awards recognise the contributions that academic staff and their partners are making towards research excellence and include awards for:</p> <p>Researcher of the Year</p> <p>Research Excellence for Emerging Researchers</p> <p>Interdisciplinary Research Excellence</p> <p>Outstanding Achievement in Research Partnership and Impact</p> <p>Excellence in Research Supervision</p> <p>For each of the above, a single award will be available annually. The financial component of the award will be deposited into a university research account to be used by the individuals to further their research and/or professional development. The financial component of an award cannot be taken as salary.</p> <p>The Research Services Office administers these awards.</p>
Global Strategy Award	<p>The Global Strategy Award recognises staff who have achieved outstanding success, given exceptional service and/or demonstrated exceptional leadership or innovation in their work with a specific emphasis on driving UOW's Global strategy and profile. One award is available annually.</p> <p>The International Engagement and Coordination Division administer this award.</p>
Outstanding Service for Professional Services Staff	<p>These awards recognise professional services staff who have achieved an exceptional success, given outstanding service and/or have demonstrated exceptional leadership or innovation in their work. Up to six awards are available annually.</p> <p>The Human Resources Division administers these awards.</p>



Excellence in Community Engagement	<p>This award rewards and encourages exceptional community engagement by academic or professional services staff, as an individual or team. Up to two awards are available annually.</p> <p>The Advancement Division administers this award.</p>
Marie Lewis Award	<p>This award recognises the achievement of a professional services staff member who is completing a degree. The Award is named in honour of Marie Lewis, a graduate of the University of Wollongong who worked in Student Administration from 1983 to 1997. One award is available annually.</p> <p>The Student and Accommodation Services Human Resources Division administers this award.</p>
Rosemary Cooper Equity, Diversity and Inclusion Award	<p>This award recognises disability, equity, diversity and inclusion including those who have overcome barriers in their own employment and career or have made a significant contribution in supporting staff or students to overcome such barriers. It is open to academic and professional services staff. The Award is named in honour of Rosemary Cooper, who worked in the Faculty of Commerce from 1988 to 2011. One award is available annually.</p> <p>The Human Resources Division administers this award.</p>
Workplace Health and Safety	<p>This award encourages and celebrates academic or professional services staff who have made significant contributions to improve health and safety performance at UOW. One award is available annually.</p> <p>The Human Resources Division administers this award.</p>
Reconciliation Award	<p>This award recognises the commitment and valuable contributions of individuals and teams across UOW who have achieved outstanding outcomes within the University and beyond, in their efforts toward Reconciliation. One award is available annually.</p> <p>The Human Resources Division administers this award.</p>
25 Years' Service Award	<p>These awards recognise members of the academic and professional services staff who have served the University continuously for 25 years.</p> <p>The Human Resources Division administers these awards.</p>



11 Appendix 2 – Award Selection Committees

Award	Selection Committee Membership
Outstanding Contribution to Learning and Teaching Awards	Internal Teaching Review Panel. The Deputy Vice-Chancellor (Education) approves this award.
Research Awards - Researcher of the Year - Emerging Researcher - Interdisciplinary Research Excellence - Outstanding Achievement in Research Partnership & Impact - Excellence in Research Supervision	Committee chaired by the Deputy Vice-Chancellor (Research & Innovation). The Deputy Vice-Chancellor (Research & Innovation) approves this award.
Global Strategy Award Marie Lewis Award Excellence in Community Engagement Reconciliation Award	Deputy Vice-Chancellor (Global Strategy) representative, Student and Accommodation Services Division representative, Advancement Division representative, Executive Director (Indigenous Strategy). The Vice-Chancellor approves these awards.
Outstanding Service for Professional Services Staff Workplace Health & Safety Award Rosemary Cooper Equity, Inclusion and Diversity Award	Chief Operating Officer; the Professional Services Staff representative on Council; Director, Human Resources; one Executive Dean; one Professor; and one Head of an administrative unit nominated by the Chief Operating Officer. The Vice-Chancellor approves these awards.